



## **POLICY AND ADMINISTRATIVE PROCEDURES**

### **Manual of Policies and Procedures**

Title

## **THE USE AND OPERATION OF HONOR GUARDS**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(1) IC 11-8-2-5(a)(8)	02-03-104 04-03-105	N/A

### **I. PURPOSE**

This policy and its administrative procedures establish the use of Honor Guards and their members, the duties Honor Guards are to perform, and guidelines as to the selection process, training requirements and wearing of the uniform.

### **II. POLICY STATEMENT:**

The Department of Correction shall establish Honor Guard Squads in order to represent the Department at various functions, such as at funerals, chapel services and parades. The Commissioner shall designate those facilities that will maintain Honor Guard Squads and the training that staff persons serving in these squads will undergo. The operation of Honor Guard Squads shall be under the direction of the Director of the Division of Staff Development Emergency Operations.

The Facility Head or designee of each facility authorized to have an Honor Guard Squad shall select those staff persons who are to be utilized as members of the facility's Honor Guard. The staff selected shall represent the Department of Correction in a professional manner at all functions in which they participate.

Honor Guard Squad members shall be neat, clean, well-groomed, and present a professional appearance. Dress and grooming standards for Honor Guard members shall be based upon:

- A. The projection of a dignified and professional image that will foster confidence and respect by the public in the Department of Correction; and,
- B. The achievement of discipline, order, self-respect, confidence, efficiency and morale among Department Staff.

### **III. DEFINITIONS:**

For the purpose of this policy and its administrative procedures, the following definitions are presented:

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- A. Honor Guard: Staff specially trained to represent the Department in parades, funerals, color guard, etc.
- B. Staff Person: An employee of the Department, either full or part time.
- C. Ceremonies: A formal act or set of acts performed as prescribed by ritual, custom, or etiquette.
- D. Custody Supervisor: The highest ranking custody staff member in a facility.
- E. Squad Leader: The staff person in charge of Honor Guard.
- F. Color Guard: A guard of honor for the colors of an organization.

#### **IV. UTILIZATION OF THE HONOR GUARD:**

- A. The Facility Head shall request approval from the Executive Director of Staff Development Emergency Operations for the use of an Honor Guard prior to the activation of the Honor Guard. Whenever an Honor Guard is activated, the HONOR GUARD ACTIVATION form (ATTACHMENT I) shall be completed and forwarded to the Division of Staff Development Emergency Operations within 48 hours after the activation.

Designated facilities shall develop an Honor Guard to perform required duties as appropriate for:

- 1. Special occasions (i.e. Color Guard, employee appreciation week, Department ceremonies, approved events);
  - 2. Chapel services for deceased staff persons or retirees;
  - 3. Funerals for deceased staff persons and retirees; and,
  - 4. Parades.
- B. Requests for the use of the Honor Guard for special consideration shall be made to the Commissioner, Indiana Department of Correction through the chain of command beginning with the Executive Director of Staff Development Emergency Operations.
- C. The Facility Liaison may request the assistance of the Regional Honor Guard

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Squad Leader to explain any or all portions of services provided. Variations of duties not covered in this policy or approved lesson plans must be referred to the Executive Director of Staff Development Emergency Operations. Based upon the requested variation the Director may approve or forward the request as stated in “B” above.

D. Chapel and funeral services may consist of:

1. Honor guard at casket/ Urn
2. Pall Bearers
3. Grave side services
4. Presentation of flag to family member(s)

Part or all of these services may be offered to family members.

E. The Commissioner may deny all or part of these services based on recommendation of the Executive Director of Staff Development Emergency Operations and the facility head or designee if circumstances warrant the denial of the services. Circumstances for denial of services must be documented for approval/ denial through the appropriate chain of command.

F. Upon approval of the Executive Director of Staff Development Emergency Operations, regional Honor Guards may perform these services for other regions in the geographical area.

G. If more than one Honor Guard is requested for a parade, other regional Honor Guards may be utilized upon approval of the Executive Director of Staff Development Emergency Operations. When multiple Honor Guards are used, they shall march as a platoon. All commands and movements shall remain the same.

## **V. DESIGNATION OF HONOR GUARD MEMBERS:**

The Honor Guard shall be organized into eight (8) teams covering six (6) regions. Staff from any of the facilities in a region may apply for a position on the region’s Honor Guard. The Facilities authorized teams are as follows:

- Region 1: Indiana State Prison
- Region 1: Westville Correctional Facility
- Region 2: Miami Correctional Facility
- Region 3: Correctional Industrial Facility/Pendleton Correctional Facility (Jointly)

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- Region 4: Plainfield Correctional Facility/Reception Diagnostic Center (Jointly)
- Region 5: Putnamville Correctional Facility
- Region 6: Wabash Valley Correctional Facility
- Region 6: Branchville Correctional Facility

The regions will be based on proximity of the approved facilities. Facility Heads at the following facilities shall coordinate and establish an Honor Guard to service all other facilities within their region:

A. Region 1: Indiana State Prison and/or Westville Correctional Facility

Region 1 serves: Camp Summit Boot Camp, Gary District Parole Office, Indiana State Prison, South Bend Juvenile Correctional Facility, South Bend Community Re-Entry Facility, and South Bend District Parole Office.

B. Region 2: Miami Correctional Facility

Region 2 serves: Chain O' Lakes Correctional Facility, Fort Wayne District Parole Office, Logansport Juvenile Facility, and Miami Correctional Facility

C. Region 3: Correctional Industrial Facility/Pendleton Correctional Facility

Region 3 serves: Correctional Industrial Facility, Pendleton Correctional Facility, New Castle District Parole Office, and Pendleton Juvenile Correctional Facility.

D. Region 4: Plainfield Correctional Facility/Reception Diagnostic Center

Region 4 serves: Central Office, Indiana Women's Prison, Indianapolis District Parole Office, Indianapolis Juvenile Correctional Facility, Indianapolis Men's Community Re-Entry Center, Indianapolis Re-Entry Educational Facility (including Parole District # 1), Indianapolis Women's Community Re-Entry Center, Plainfield Correctional Facility, and Reception Diagnostic Center.

E. Region 5: Putnamville Correctional Facility

Region 5 serves: Bloomington District Parole Office, Putnamville Correctional Facility, Rockville Correctional Facility and Terre Haute District Office.

F. Region 6: Wabash Correctional Facility and/or Branchville Correctional Facility

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Region 6 serves: Wabash Valley Correctional Facility, Branchville Correctional Facility, Evansville District Parole Office, Henryville Correctional Facility and Madison Correctional Facility (adult and juvenile).

### **VI. GUIDELINES:**

Guidelines for Honor Guard activities are to be in accordance with this policy and administrative procedures, Division of Staff Development Emergency Operations Lesson Plans and the desire of the Facility Head and family concerned.

### **VII. MEMBER SELECTION:**

An Honor Guard Squad shall consist of eight (8) squad members and one (1) squad leader (a total of 9 members).

#### **A. Criteria for selection of squad members are as follows:**

1. Meet the Department's grooming standards;
2. Height and weight to be in proportion to body build;
3. Appearance and bearing is to be considered important; and,
4. All members shall be approximately the same height.

#### **B. All Honor Guard Applicants must be interviewed by a Screening Board. The Screening Board shall consist of the Custody Supervisor, Honor Guard Squad Leader and Staff Development Emergency Operations Staff, if available. The facility Custody Supervisor shall contact the Division of Staff Development Emergency Operations to arrange an interview date that will allow staff from this Division to periodically sit as a member of the Screening Board when schedules permit.**

#### **C. Applicants must receive a unanimous vote of approval from the Screening Board**

#### **D. If the Screening Board's recommendation is not unanimous the dissenting Board member(s) shall write down their objections to the applicant and submit it to the Facility Head along with the other recommendations. Upon completion of the initial evaluation and interview the Screening Board shall forward a recommendation to the Facility Head. The Facility Head shall then review the boards' recommendation.**

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- E. If the Facility Head has reviewed the board's recommendation and has made the decision to approve an applicant despite the boards objection(s) the Facility Head shall document the justification for approval. All documentation shall be attached to the application and submitted for recommendation, review and approval to the Division of Staff Development Emergency Operations.

### **VIII. TRAINING FOR HONOR GUARD:**

- A. The Division of Staff Development Emergency Operations shall be responsible for developing a training curriculum for Honor Guard. Each regional Honor Guard shall designate two (2) Honor Guard members to become Honor Guard instructors. These designated instructors shall be required to attend the annual Honor Guard Instructors Academy.
- B. Honor Guard Members shall train a minimum of once per month, for a total of two (2) hours. Training shall be conducted on the same day and time each month, such as on the second Tuesday of each month at 3:00 p.m.
- C. The Division of Staff Development Emergency Operations shall be responsible for monitoring the training as well as periodically observing and evaluating the performance of an activated Honor Guard; therefore, a schedule of training dates shall be forwarded to Staff Development Emergency Operations to allow for monitoring and review.
- D. If a stated training date or time needs to be changed for any reason; the facility shall notify the Division of Staff Development Emergency Operations at least two (2) days prior to the original date and time.
- E. The monthly training shall be scheduled as follows:
1. January: Formal uniform inspection, pallbearer procedure dress rehearsal, folding flag and presenting it to family.
  2. February: Policy/Lesson plan review.
  3. March: Chapel service, body viewing, changing of the Guard.
  4. April: Basic drill and ceremony.

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5. May: Parades, posting colors/retiring colors.
  6. June: Basic drill and ceremony.
  7. July: Formal uniform inspection, pallbearer procedure dress rehearsal, folding flag and presenting it to family.
  8. August: Chapel service, body viewing, changing of the Guard.
  9. September: Basic Drill and ceremony.
  10. October: Parades, posting colors/retiring colors.
  11. November: Chapel service, body viewing, changing of the Guard.
  12. December: Basic drill and ceremony.
- F. Each Honor Guard Team shall submit a monthly training report to the Division of Staff Development Emergency Response Operations no later than 10 days after the training was conducted. ATTACHMENT II presents the form that is to be used to report this training.
- G. The training the Honor Guard receives shall consist of the following:
1. Basic drill and ceremony;
  2. Posting colors;
  3. Funeral detail to include cremation;
  4. Chapel service;
  5. Parades;
  6. Presenting flag to family; and,
  7. Ethnic protocol.

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H. A copy of the detailed lesson plans shall be furnished to the Facility Heads and Squad Leaders of the respective Honor Guards.

### **IX. RESPONSIBILITIES OF THE FACILITY:**

The Facility Head or designee of each facility shall have the responsibility of notifying the deceased staff member's family as to the availability of the Honor Guard and offering its services, in accordance with the administrative procedures for Policy 04-03-105, "Response to Staff Emergencies."

Each facility shall purchase a 5' x 9' cotton United States flag to be presented to the immediate family whenever services are provided at a funeral or chapel service.

### **X. UNIFORMS:**

The Honor Guard uniform shall be the Class "D" uniform. Rank shall not be designated anywhere on the Honor Guard uniform. The uniform shall consist of:

The Class D uniform shall consist of the following items and quantities:

Item	New Issue
Cap, w/Cover, 8pt. Cloth, Navy Blue	1
Shirt (French Blue), Uniform Long Sleeve w/Emblem	1
Shirt (French Blue), Uniform Short Sleeve w/Emblem	1
Ties	1
Tie Clip (males only)	1
Ascot, White	1
Name Plate	1
Shoulder cord: parade white	1
Pants, Uniform Navy Blue with French Blue Strip (unbloused, hemmed)	1
Belt, Web, Trouser, Velcro Closure, Black	N/A
Belt, Pistol, White, Leather military style;	1
Laces, White, pair	1



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Boots, Jump 10" Leather Black	1
Blouser, Boot	1
Gloves, Parade, white;	1
Overcoat, Uniform, Navy Blue, w/Emblems	1
Blouse, Uniform, Navy Blue, w/Emblems	1

For the proper wearing of the uniform refer to Policy 02-03-104, "Dress Standards for Uniformed Custody Staff." Before ordering any equipment or uniform parts, facilities must obtain the item specifications from the Division of Staff Development Emergency Operations.

**A Department uniform, either in total or in part, shall not be worn while consuming, handling, purchasing, or otherwise possessing alcoholic beverages or tobacco products. The uniform shall not be worn in a package liquor store, bar, nightclub, or lounge.**

### **XI. EQUIPMENT:**

The following equipment shall be purchased by the host facility and maintained for a regional Honor Guard:

- A. United States Internment Flag: 5' x 9', cotton with embroidered stars and brass grommets. (Funerals only) The host facility shall maintain a stock of five (5) flags in this size. During funerals or chapel services, one (1) flag of this size will be used to drape over the casket and later presented to the immediate family.
- B. United States Outdoor Flag: 4' x 6' nylon flag with grommets, embroidered stars and sewn stripes for use in parades and posting of colors. It is necessary for the facility to purchase only one flag of this type.
- C. Indiana State Flag: 4' x 6' nylon flag for use in parades and posting of colors.
- D. Flag Pole: Gold aluminum tele-kite, adjustment 6' to 10' and 1 1/4" diameter. The facilities are to purchase two (2) of these flag poles to be used for parades and posting of colors.
- E. Pole Caps: 8" gold plated, 8" round spear to place on flag poles and use at parades and posting of colors. It is necessary to have two (2) pole caps, one for the United States flag and one for the Indiana flag.

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F. Pedestals: Gilt finish-gold, 11.5" base and 1.00" to 1.25" bore diameter. Pedestal can be sand filled. The pedestal is used for the flag poles in posting of colors. The facility shall purchase two (2) pedestals, one for the United States flag and one for the Indiana flag.

G. Flag Rain Cover: Brown vinyl 8" x 7" to accommodate the flag and flag pole with pole cap.

H. Flag Carrying Belt: White leather double strap belt.

### **XII. SPECIFICATIONS:**

All uniforms and uniform parts must be in accordance with specifications established for departmental uniforms and approved by the Deputy Commissioner of Operations and in compliance with the administrative procedures for Policy 02-03-104, "Dress Standards for Uniformed Custody Staff."

Copies of the departmental specifications for uniforms and uniform parts are available through the Office of the Deputy Commissioner of Operations.

### **XIII. STAFF NOTIFICATIONS:**

Custody Supervisors shall ensure that these procedures are available for review by all uniformed custody staff and shall ensure that all appropriate staff persons are made aware of changes to these procedures.

### **XIV. APPLICABILITY:**

This policy and its administrative procedures are applicable to all Department of Correction facilities and staff.

\_\_\_\_\_  
Bruce Lemmon, Commissioner

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Date